



City Administrator's Weekly Report

Week Ending October 30, 2015

CITY ADMINISTRATOR UPDATE:

A. Upcoming City Council Meeting(s)

The agenda is available on the City's website approximately 72 hours before the meeting. Unless otherwise noted, all meetings are held in City Council Chambers at City Hall. The upcoming meeting(s) are:

- *Tuesday, November 10, 2015* – City Council Regular Meeting at 6:00 p.m.

B. Meetings Attended

During the week, I attended and participated in the following meetings:

- *Monday, October 26th* – Met with Habib Erkan and Marie Gelles regarding past cable providers.
- *Monday, October 26th* – Attended a Construction Progress Meeting involving the Airport Runway Project.
- *Tuesday, October 27th* – Attended the Regular City Council Meeting.
- *Thursday, October 29th* – Attended the C-4 Meeting.
- *Friday, October 30th* – Met with Barrio Aviation representatives and Marie Gelles related to hangar construction issues.

C. Miscellaneous Issues

- ***Animal Shelter Site Selection:*** Since the formation of the Council Subcommittee to study possible sites for a new animal shelter, the Subcommittee has met several times. To date, the Subcommittee has established site selection criteria, reviewed possible City owned properties as well as non-City owned properties, and tasked the City Administration to further investigate certain properties.
- ***City Hall Exterior Cleaning:*** The City Administration has continued to seek proposals from vendors that have knowledge and experience in cleaning historic buildings. Last week, one such vendor performed a test cleaning of a small portion of the back exterior of the City Hall, which showed the need for the building to be cleaned.
- ***Barrio Aviation:*** In March 2015, Barrio Aviation leased two commercial hangars at the Castroville Municipal Airport. One commercial hangar was in need of repair, and the City agreed to reduce the company's lease price if they undertook some repairs to the interior of the hangar. The company completed that work as agreed. The City and company are now discussing the need for external repairs to the building as well as drainage improvements in and around the facility. Because of

the potential cost of these hangar repairs, the final proposal will require City Council action.

WEEKLY UPDATES FROM DEPARTMENT HEADS:

- ***Finance Director Executive Search:*** The Human Resources Manager reported that 12 individuals applied for the position of Finance Director. The City Administrator reviewed the candidate resumes and supplemental information, and selected 4 finalists. The Human Resources Manager has scheduled on-site interviews for Wednesday, November 4, 2015, and will involve the City Administrator, Directors, Human Resources Manager and several City Council Members in the interview process.
- ***Community Development Permitting Activity:*** Community Development Director reported that 16 applications, permits, or inspections were processed on 4 houses/dwelling units this week.
- ***Police Department Activity:*** The Police Chief reported that 7 officers worked on Halloween night. He also reported that a number of his officers are donating funds to help support Prostate and Testicular Cancer Research by participating in “no shave” November.
- ***Public Works Activity:*** The Public Works Director reported that TCEQ issued a Declaration of Administrative Completeness on the City’s WWTP Permit Renewal. He reported that the Contractor for the Koenig Lift Station Project will commence work during the week of November 3rd. And, he reported that the Soccer League cancelled their games on Saturday and Sunday at Regional Park due to the inclement weather.

Note: The City Administration wishes to thank the City employees who have protected our streets and worked diligently to maintain the City infrastructure during the recent storms. Much Appreciated!

ATTACHMENTS:

- **City Administrator’s Project Status Report** for October 30, 2015.
- **Community Development Permitting Activity Report** for October 25, 2015 – October 31, 2015.
- **Police Department Monthly Animal Control Report** for October 22, 2015 – October 28, 2015.
- **Police Department Weekly Code Enforcement Report** for October 27, 2015 – October 30, 2015.
- **Public Works Department Project Report** for October 30, 2015.

Project		Completion Date	FY2015/2016 City Administrator Project Status Report
Recurring Items			
1.	Financial Audit	Jan/Feb 2016	Auditor's fieldwork will commence in January 2016 .
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Active Projects			
1.	Reorganization of City Depts.	Oct/Nov 2015	Office of Economic Development will be established, and Director appointed. [Finance Department was renamed on October 1, 2015, and director's new title is Finance Director]
2.	Awards & Recognition Program	Sept/Oct 2015	Create a Program to recognize City Employee Service including special awards for "Employee of the Year", "Employee Contributing to the Community", etc. City Council approval of the draft program is required.
3.	Wellness Program	Nov/Dec 2015	Program to create a Wellness Program for City employees, which would improve the overall health, and reduce healthcare costs for the City. City Council approval of the draft program is required.
4.	Medina Valley Youth Baseball	Sept/Dec 2015	Negotiate, and agree to a new or revised contract with the Medina Valley Youth Baseball Association.
5.	Airport Runway Extension	Dec 2015	Airport Runway Extension Project will not be completed on October 13, 2015 as scheduled due to weather delays.
6.	Barrio Aviation	Sept/Dec 2015	Enter into negotiations with Barrio Aviation regarding the cost to repair Commercial Hangar #2. [Commenced.]
7.	Airport Jet Fuel System	Sept/Oct 2015	Based on the Airport Advisory Board Recommendation, and City Council's acceptance of that recommendation, the City Administration will implement the directive.
8.	Airport Seal Crack Repair	Sept 2015	Commence and complete the seal cracking of the Airport runway. [Completed]
9.	Finance Director	Sept/Oct 2015	Conduct an executive recruitment for the Finance Director position. [Executive Search in Progress with interviews scheduled for November 4, 2015.]
10.	CommZoom LLC Lease	Sept 2015	Complete negotiations with CommZoom LLC for a lease of City property to place a "cable hut". City Council approval of a lease agreement is required. [The City Attorney's Office has completed a review of a draft lease agreement.]
11.	Customer Service Renovation	Oct/Dec 2015	Hire Contractor, initiate and complete renovation of the Customer Service, Utility Billing and Municipal Court areas in City Hall. City Council approval of the contractor, and cost of renovation is required.
12.	City Hall Exterior Cleaning	Oct 2015	Presently, soliciting quotes to undertake exterior cleaning of the City Hall, a historic building. <u>Note:</u> The Texas Historical Commission requires an Antiquities Permit Application be completed before the City can clean the building, which the City Administration is in the process of preparing the document for submittal. [A vendor conducted a sample test cleaning of an exterior portion of City Hall.]
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Permitting Activity

October 25, 2015 – October 31, 2015

Received:

Permit #	Address	Business	Date	Type	Description
517	R10670, ETJ	Medstar Corportation	10/30/15	Sign Permit	Development "V" Sign
516	913 Hwy 90 West	Medina Valley Health and Rehab	10/29/15	Mechanical Permit	Replace 2 HVAC Units
515	801 Athens	Residence	10/28/15	Plumbing Permit	Gas Pressure Test

Issued:

Permit #	Address	Business	Issued	Type	Description
516	913 Hwy 90 West	Medina Valley Health and Rehab	10/29/15	Mechanical Permit	Replace 2 HVAC Units
515	801 Athens	Residence	10/28/15	Plumbing Permit	Gas Pressure Test
487	1102 Hwy 90 West	Donut Palace	10/28/15	Sign Permit	New Box Lighted Sign and Replacement of Pole Sign
488	Westheim Drive	Westheim Village Subdivision	10/26/15	Sign Permit	Subdivision Entrance Sign

Inspections:

Permit #	Address	Business	Scheduled	Type	Description
461	1102 Hwy 90 West	Donut Palace	10/30/15	Building	Final
463	1102 Hwy 90 West	Donut Palace	10/30/15	Electrical	Final
515	801 Athens	Residence	10/30/15	Plumbing	Gas Final / Release
476	815 Hwy 90 West	Valley Mart	10/29/15	Electrical	Final
512	105 Willow Drive	Residence	10/27/15	Electrical	Rough
513	104 Harvest Moon	Residence	10/27/15	Plumbing	Final
354	1408 Alsace Street	First Baptist Church	10/27/15	Fire Sprinkler System	Final
373	1408 Alsace Street	First Baptist Church	10/27/15	Fire Alarm System	Final
402	136 Westheim Drive	Residence	10/27/15	Building	Flatwork



Weekly Animal Control Report

October 22 – October 28, 2015

Number of Animal Control Calls	18
Number of Dogs Picked Up	3
Number of Dogs Returned	2
Number of Dogs Euthanized/Died in Shelter	0
Number of Dogs Adopted/Released to FCAC	2
Number of Wild Animals Trapped	3
Number of Animal Bites	0
Dead Animals	3
Citations Written	1
Warnings Written	1
TNR	0
Number of Cats Picked Up	1
Number of Cats Returned	0
Number of Cats Euthanized/Died in shelter	0
Number of Cats Adopted/Released to FCAC	0

ACO Comments: 146.9 miles driven

MELISSA SMITH, ANIMAL CONTROL OFFICER

DATE



Weekly Code Violation Report

October 27, 2015 – OCTOBER 30, 2015

Number of new Code Violations Located (Total)	5
Junked Vehicles	0
High Weeds/ Grass	4
Trash/ Junk in yard	0
	0
Number of locations back in compliance	0
Number of letters sent out	0
Number of follow ups to COVs	1
Citations Written	0
Animal Control calls	1
Zoning violations sent to Code Enf. Ofcr	0

Tasks	Project Name	Latest Status
1	WWTP Upgrade	Engineered by Freese and Nichols, Inc. (01/01/2014) The purpose of this project is to upgrade existing WWTP from .3 MGD to final design of .9 MGD. (10/01/14) Phase I Wastewater Sampling an updated Planning Memorandum submitted to the City. (02/17/ 2015) Received 25% plan submittal, which was part of Phase II with the City returning comments on (4/19/2015). (6/12/2015) Engineers submitted Phase III Plan and Contract for City Review. As of this Status update project on hold pending review by outside contractor of the pricing and schedule submitted with the Phase III plan. (9/30/2015) Mayor Gardner, Councilman King, City Administrator and PWD met with staff from FNI to further discuss Phase III plant and contract.
2	East Side Lift Station	Engineered by KSA Engineers, Inc. (09/01/2013) Draft report submitted to City for review. (03/30/2015) Plans and outstanding Items Control Log submitted to the City for review. (8/07/2015) Mail rights of entry to area residents. (09/01/2105) Begin final design surveys. (12/01/2106) Projected date for final completion of the project.
3	Water Line Replacement Proj.	Engineered by KSA Engineers, Inc. (6/12/2012) First proposal to City to replace certain water lines to improve the distribution system.) This project replaces and/or upgrades 35,535 ft of various sizes of water main ranging from 3/4" to 10" (10/01/2013) Feasibility Study presented to City in support of TWDB Loan for project. (3/13/2105) ity received Outstanding Items Control Log and Preliminary Project Specifications for Review. (4/19/2015) City reviewed Control log and plans and returned comments. (09/09/2015) Submit plans to TW DB for review and TXDOT permits. (12/01/2016) Projected date for completion of the project.
4	London St. Repair	(12/15/2104) Was given this project plus others that were planned for this budget year. (07/03/2015) Received one proposal for repair of the first 240ft of London Street. (07/07/2015) Was directed by City Administrator to see if or how we could also make drainage improvements as part of this repair. As of this status all of my inquires to local contractors, who said they would talk to me about it has not happened due to their existing workload.
5	Street Rehab Proj.	2014-2105 Budget year street Rehabilitation has not been undertaken as of yet. County has had to concentrate on their projects that were awarded by Grants so they do not lose the money and have not been able to work in the City.
6	Koenig Lift Station	(7/22/2015) First options for repair of station presented to council. (12/15/2104) Project scheduled for this budget year. (08/03/2015) Relieved updated repair estimate from only contractor responding to request for quotes. (08/21/2015) Remaining operations pump at station failed. (08/27/2015) Submitted proposed Council Agenda Item for City Administrator review. (09/08/2015) Council approved estimate from MGB Construction. (9/10/2015) MGB Construction instructed they were to proceed with the project. (10/28/2015) Final backordered pump received.(11/07/2015) Projected completion date for this project.
7	River Bluff Pressure Tank	I have no update on this project at this time.
8	River Bluff Distribution Sys.	This project is scheduled for Budget year 2016-2017
9	Country Village Dist. Sys.	This project is scheduled for Budget year 2016-2017
10	I&I Project Wastewater	I have no update on this project at this time.
11	Backflow Ordinance	(12/15/2014) This was a requested review and future proposal for Council. (3/31/2015) Submitted recommendation on procedure for backflow testing in the City. As of this update have a preliminary ordinance composed but not reviewed by City Administrator. (11/1/2015) Projected completion of this Project.
12	Solid Waste Collection Contract.	(03/31/2015) Expiration date of current Solid Waste Collection contract. (06/24/2015) Issued RFP for Refuse Collection, Recycling and Disposal Services. (7/31/2015) Opened and reviewed RFP's for proposal to Council. (08/11/2105) Council approved RFP from Waste Management of Texas as proposed from staff. (08/28/2015) Met with City Administrator to approve rates to be included in 1015-2016 budget. (10/13/2015) Final Approval of Waste Management Contract. Project Complete.

13	Lower Lacoste Traffic Calming Study	(12/15/2014) Was included with other projects that needed addressing. As of this update signs have been installed in the County warning of speed zone ahead and reduced speed ahead. City Police have been conducting extra patrols in the area and have deployed their speed-warning trailer. (9/30/2015) Projected submittal of results and recommendations to the Council.
14	WWTP Permit Renewal	Permit being prepared by Freese and Nichols, Inc. (07/14/2015) Contract awarded to FNI to submit for the City its WWTP renewal application. (08/20/2015) Draft permit renewal received by City for review and comments. (08/24/2015) City returned comments; Mayor signed required sheets and documents mailed back to FNI. (08/31/2015) Payment sheet and copy of check to go to FNI. This completes submittal portion of this project. (9/28/2015) received comments from TCEQ related to our permit Katie Leatherwood from FNI is drafting response for my approval. (10/15/2015) Response to TCEQ comments submitted in writing to PWD and to the TCEQ.
15	Water Study	Engineered by Freese and Nichols, Inc. (03/24/2015) Council gave approval for FNI to update the Water Model for the City. (04/17/2015) Received and deployed pressure recorders throughout the City. (05/01/2015) Returned recorders to FNI. As of this update only item left on City list is to provide water usage with address date to FNI. (09/30/2015) Projected completion date for this project.
16	RV Park Wi-Fi Project	(8/20/2015) This project is complete now waiting final walk through with contractor but system is working. (9/30/2015) Prices have been received to purchase and set up a third tower to improve the Wi-Fi in the overflow area. (10/12/2015) Third tower up and working at the RV park.
17	Relocation of Public Woks	(12/15/2104) This also was presented to me as needed to done. As of this update have been reviewing new and old proposed relocation sites for PW. Realistic projected completion date for this project would be sometime in 2016.
18	SCADA Phase III	(2103) City started on a multi-phase project to update the existing SCADA (System Control and Data Acquisition) system. Phase I and Phase II is complete. (11/25/2013) Received proposal for Phase III improvements from Block Design. (7/14/2015) proposal presented to council and accepted. (9/18/2015) Acquisition of all components needed for this Phase is almost complete. (9/29/15) Contractor has started to install the equipment for this Phase into the well houses and lift stations. (10/31/2015) Proposed phase completion date.